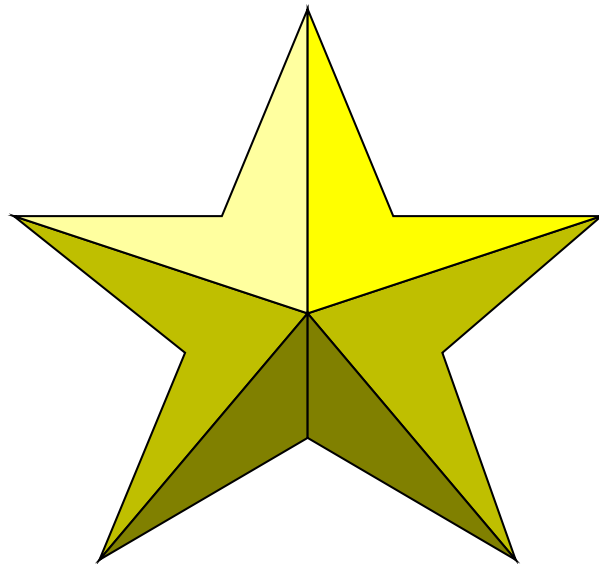


# STARS II USER GUIDE



Web Access for Faculty

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## INTRODUCTION

STARS II is the preeminent student admissions, registrations and tracking system especially designed for the unique processes of the Uniformed Services University. With the capabilities to perform both client and web based functionality, the STARS II system offers staff, faculty and students on-line information regarding courses, grades and applicant evaluation processing. Ultimately the STARS II systems will become a part of the Uniformed Services University Corporate Database.

## USER GUIDE OVERVIEW

The STARS II User Guide is specifically designed to equip the user with instructions to successfully perform each function in the application. It is also a comprehensive reference for the user to assist with identifying screen and field definitions.

The User Guide is divided into two sections: **Tutorials** and **Screen References**. The **Tutorials** provide written step by step instructions on how to perform functions using the STARS II On-Line system. Within the tutorials, there will be screen shots, which give a pictorial reference as you navigate through the steps. Secondly, the **Screen References** (if applicable) provide a pictorial view of screens in the STARS II application that are read only and do not require the user to perform any action. Below the screen shots will be documentation of the data in each field in each screen.

## CONVENTIONS

In this manual the conventions (styles) used are as follows: **Active Buttons, Hyperlinks, Bars, Menus, and Screen Names are indicated in Bold**. Screen Names are listed below each screen and are marked as figures. Action words/phrases (indicating that you must perform some action) are indicated in Italics and underlined. **WARNINGS WILL BE HIGHLIGHTED AND IN ALL CAPS**.

## NAVIGATION

While using the web component, it is recommended to utilize the screen navigation buttons instead of your web browser controls.

## STARS II SYSTEM FUNCTIONS

**Web Component:** Provides web access to students, staff and faculty for the purpose of viewing course catalog, viewing student photos, viewing grades, electronic submission of grades for verification, viewing grade point average, updating addresses, and entering and reviewing interview and clerkship information.

**STARS II System Problems** – Contact the UIS Helpdesk at 301-295-9800 for system problems.

**Note: Privacy Act Information:** This information is only used for the purpose of authentication to the Stars II System. Individual SSNs, birthdays, start dates within a department, and additional roles within a department are not provided for any other use at USUHS. Any personal information obtained will not be shared with other information systems.

## BASIC TUTORIALS

The tutorials provide guidance in the performance of routine functions in STARS II. Follow each step in succession to become familiar with the functionality of the system.

### *Tutorial 1: Log on to STARS II On-Line*

**Step 1**      Click on your internet browser.

**Step 2**      From the address line, type **ieb.usuhs.mil/stars**. (Figure 1)

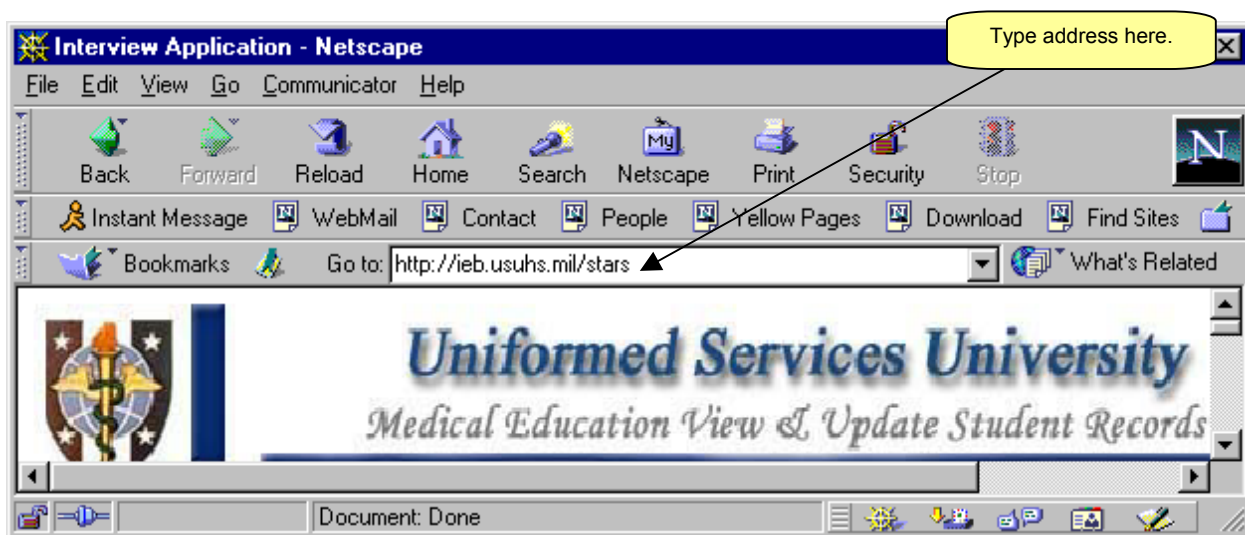


Figure 1: STARS II On-Line Internet Address

**Note:**      *If you are already on the USUHS home page, you may click on the drop down box under the Information field and select STARS II On-Line. This will also take you to the main menu of STARS II.*

## Tutorial 2: Course Catalog

**Step 1**      Click on the **Course Catalog** bar (Figure 2) that turns yellow when selected.

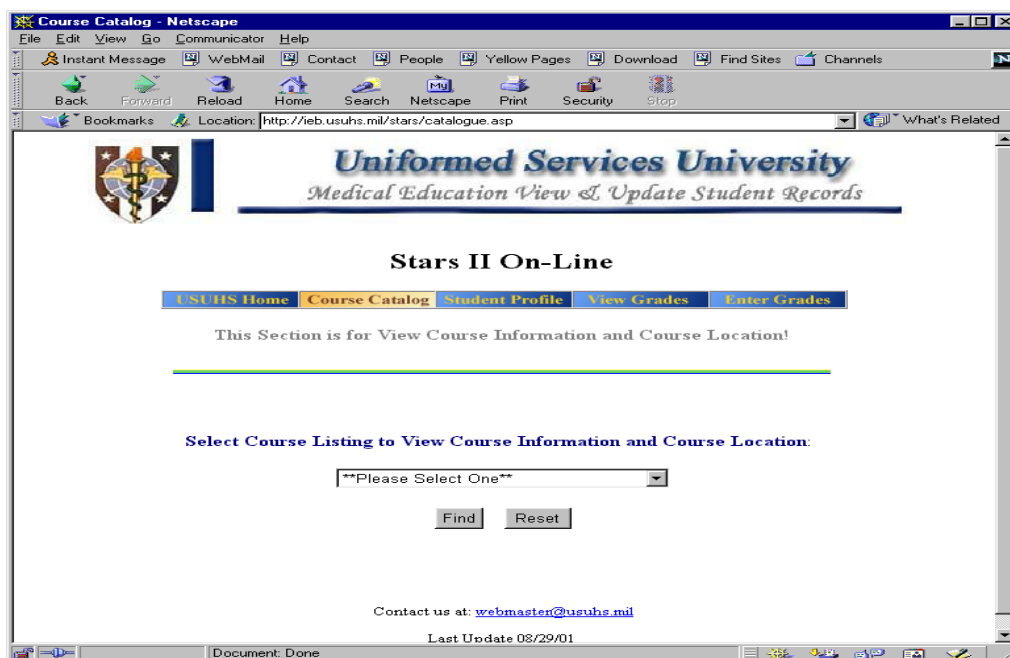


Figure 2: On-Line Course Catalog

**Step 2**      Click on the drop down arrow and select a department. (Figure 3)

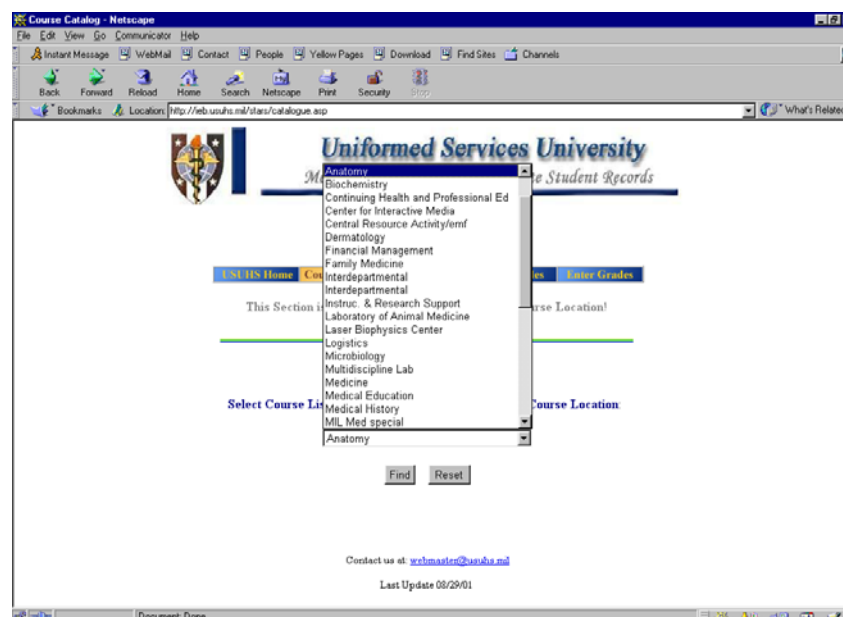


Figure 3: Course Catalog Drop Down Menu

## STARS II ON-LINE USER GUIDE FOR FACULTY

**Step 3**      Click on the **Find** button.

**Step 4**      Click on a hyperlink (Figure 4) to view the course details.

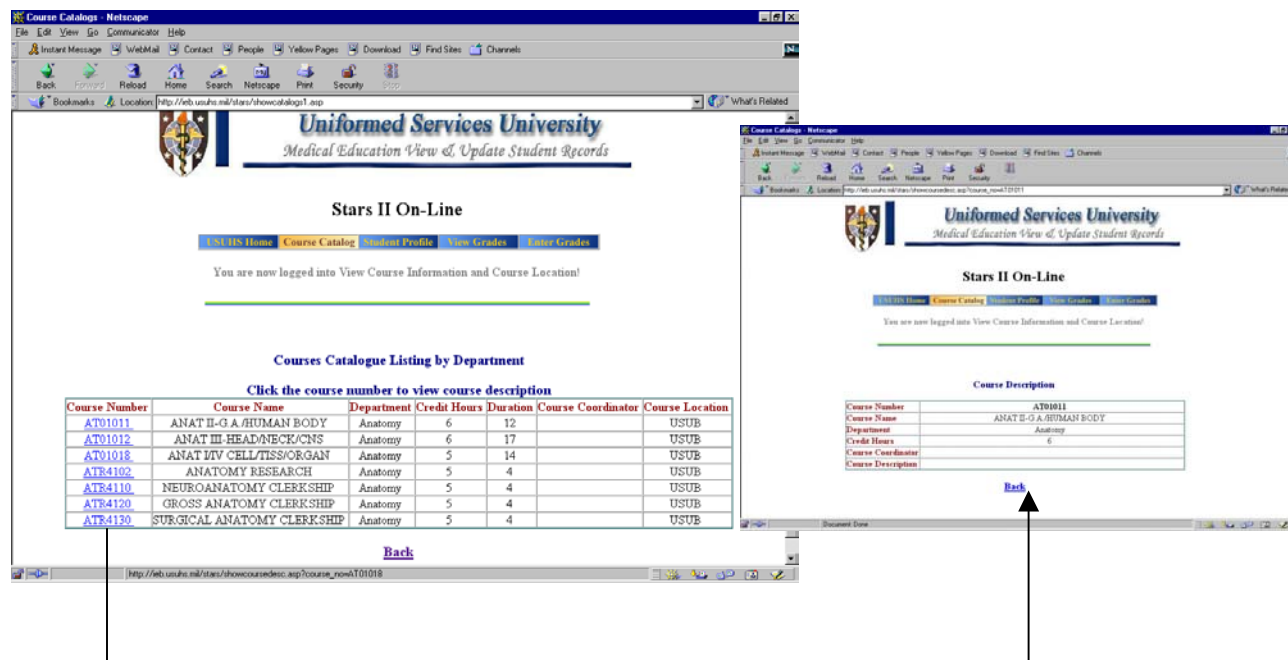


Figure 4: Course Listing and Description

**Step 5**      Click on the **Back** button to return to the Course Catalog screen.

### Tutorial 3: Student Profile

Student Profile module permits users to search for an applicant's record by inputting the applicant's last name, first name or class year. It also can view individual applicant's detail information received from the AMCAS data file.

**Step 1**      Select the **Student Profile** bar, which will turn yellow when selected. The Student Profile Login screen appears. (Figure 5)

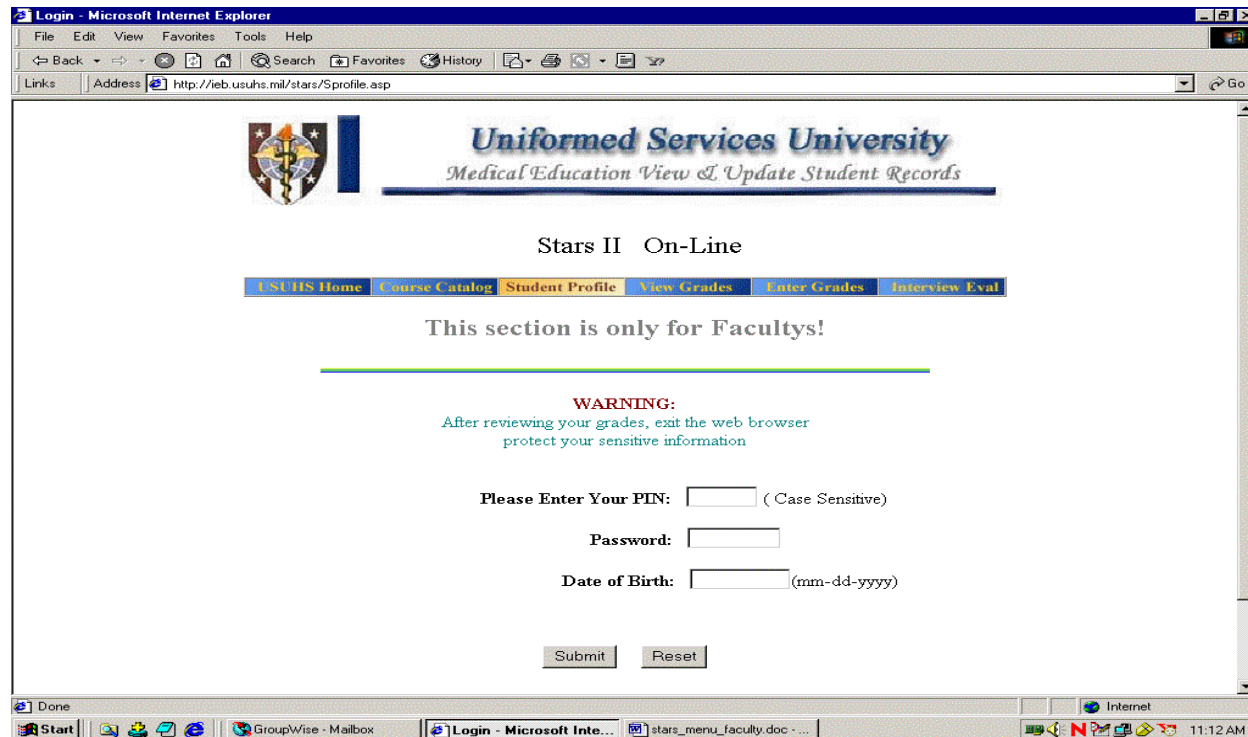


Figure 5: Student Profile Login Screen

**Step 2**      Enter your:  
PIN: First Name Initial + Last Name Initial + Last 4 digits of SSN;  
Password: SSN (no dashes); and  
Date of Birth: mm-dd-yyyy format (must include dashes)

**Step 3**      Click on the **Submit** button.



**Step 4**      Type in the student's Last Name, First Name or Class Year. (Figure 6) Then click the **Search** button on the right. **Note: The Reset button will clear the fields you've entered data into.**

Figure 6: Student Profile Search Screen

**Step 5**      Once you see the student list appear on the screen (Figure 7), click the student's name whose profile you wish to view. You will then get the student profile screen (Figure 8) which will give biographical information about the student.

Student Name	Class Year
VU, TUONG	2003
VU, HUNG	1987

Figure 7: Student List Screen

The screenshot shows the 'Stars II On-Line' interface. At the top is the Uniformed Services University logo and the text 'Medical Education View & Update Student Records'. Below this is the title 'Stars II On-Line' and a message: 'You are now logged in to view student profiles.' A welcome message reads 'Welcome MARK ADELMAN'. A blue 'Logout' button is centered. Below the button is a form with fields for: Last Name, First Name, Mid Name, Birth Date, Sex, Rank, Home Phone, Office Phone, Address, City, State, and Zip Code. On the left side of the form, there is a placeholder for a photo with the text: 'Sorry, The photo will be available in the future'.

Figure 8: Student Profile Screen

**Step 6**      Click on the **Logout** button to exit the system.

#### Tutorial 4: Create New Password

This tutorial allows faculty who will be entering grades to create a new password after they have logged onto STARS II On-Line for the first time. Once you have created a new password, you will not be able to change it on-line. Any changes that need to be made to your password must be done through the help desk.

**Step 1**      Select the **Enter Grades** bar that turns yellow when selected. (Figure 9) The Enter Grades Log in screen appears.

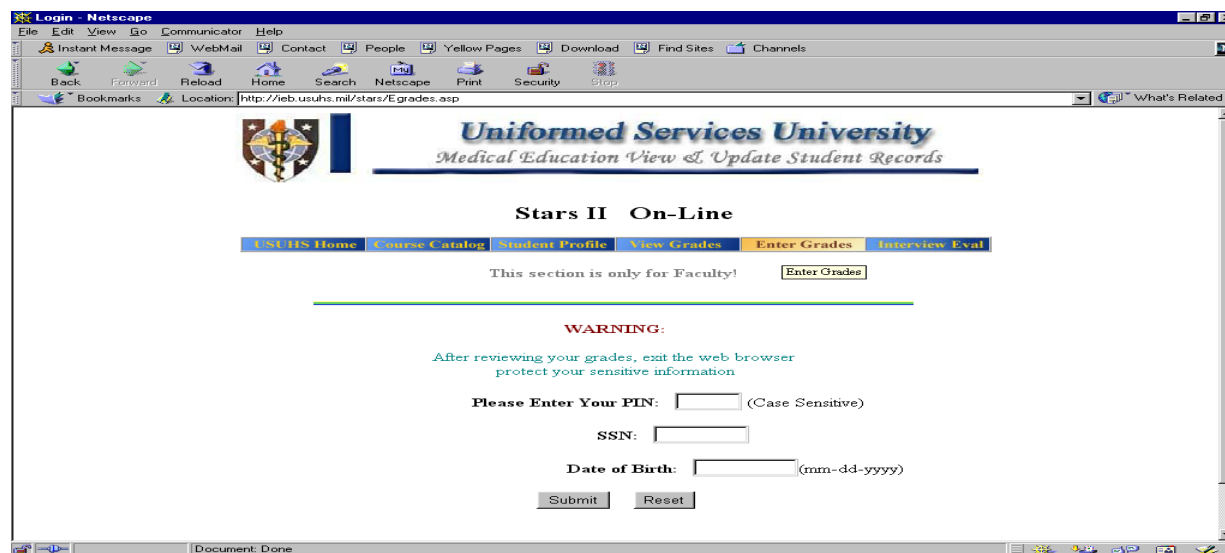


Figure 9: Enter Grades Log-in Screen

**Step 2**      Enter your:  
Pin number: First Name Initial + Last Name Initial + Last 4 digits of SSN;  
SSN: Social security number (no dashes); and  
Date of Birth: mm-dd-yyyy format (must include dashes).

**Step 3**      Click on the **Submit** button. You will get a screen telling you to click on a link if you are a first time user or to log in. (Figure 9)

**Step 4**      If you are a first time user, click the hyperlink **click here** (Figure 10) to create a new password. A screen will come up asking you to enter and confirm your new password. **Note: If you are not a first time user, continue with Tutorial 5.**

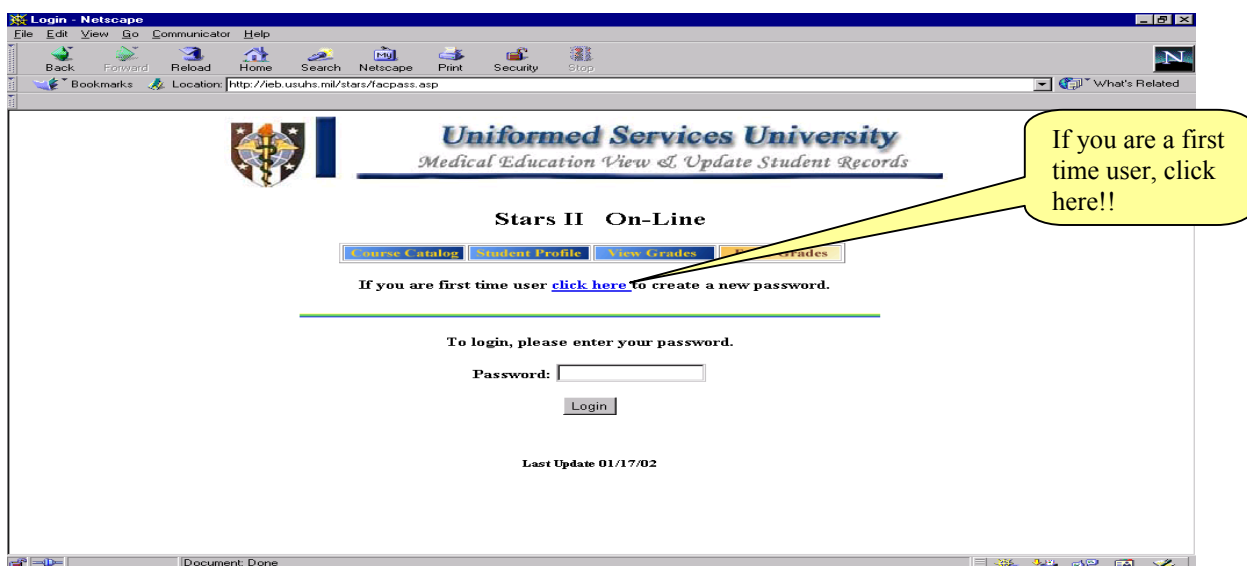


Figure 10: First Time User Log-In Screen

- Step 5**      Type your new password. (Figure 11)
- Step 6**      Re-type your new password to confirm it.
- Step 7**      Click the **Submit** button to proceed. You will get a screen indicating that you have successfully created a new password.

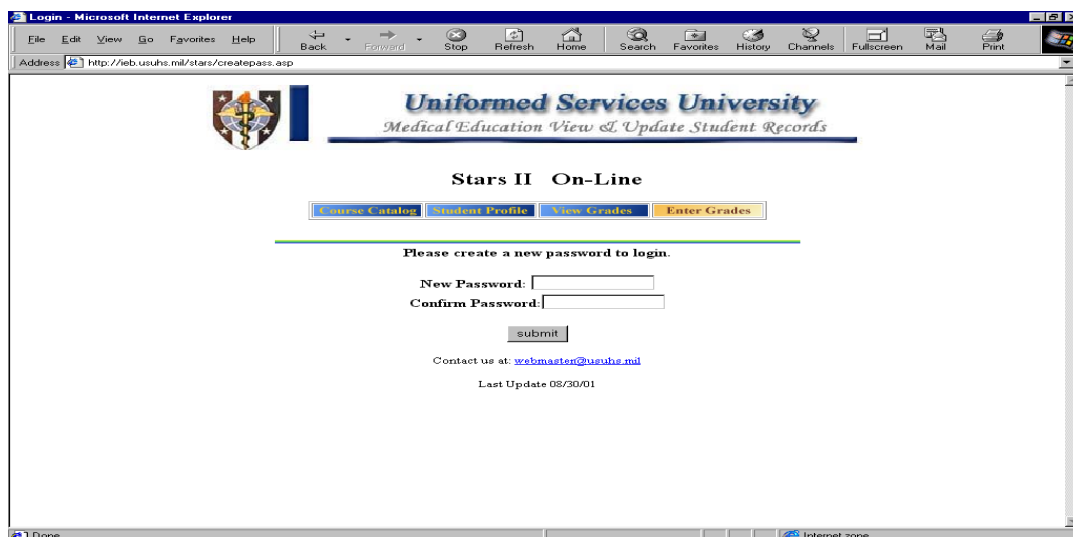
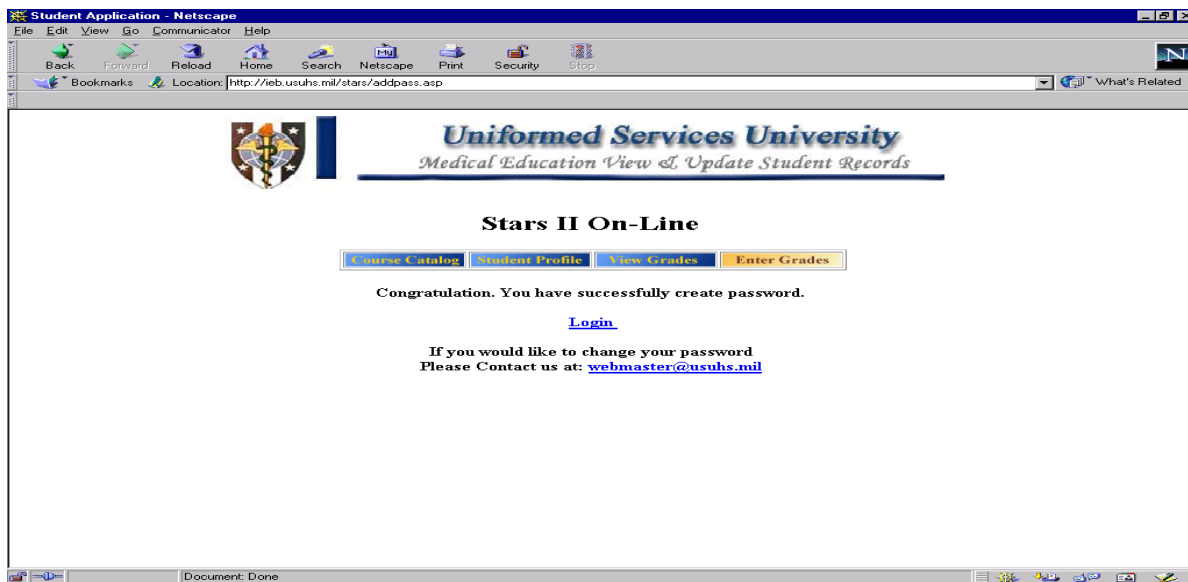


Figure 11: New Password Screen

- Step 8**        Click on the hyperlink **Login** to proceed to the next screen. (Figure 12)
- Step 9**        Type in your new password.
- Step 10**       Click the **login** button and proceed with steps 6-9 in Tutorial 5 to enter grades.



**Figure 12: Successful Creation of Password Screen**

### Tutorial 5: Enter Grades

This tutorial allows faculty to enter or modify grades for students online. If you are a new user, you will get a message to create a new password. Follow the instructions in Tutorial 4 to create a new password.

**Step 1**      Select the **Enter Grades** bar that turns yellow when selected. The Enter Grades Log in screen appears. (Figure 13)

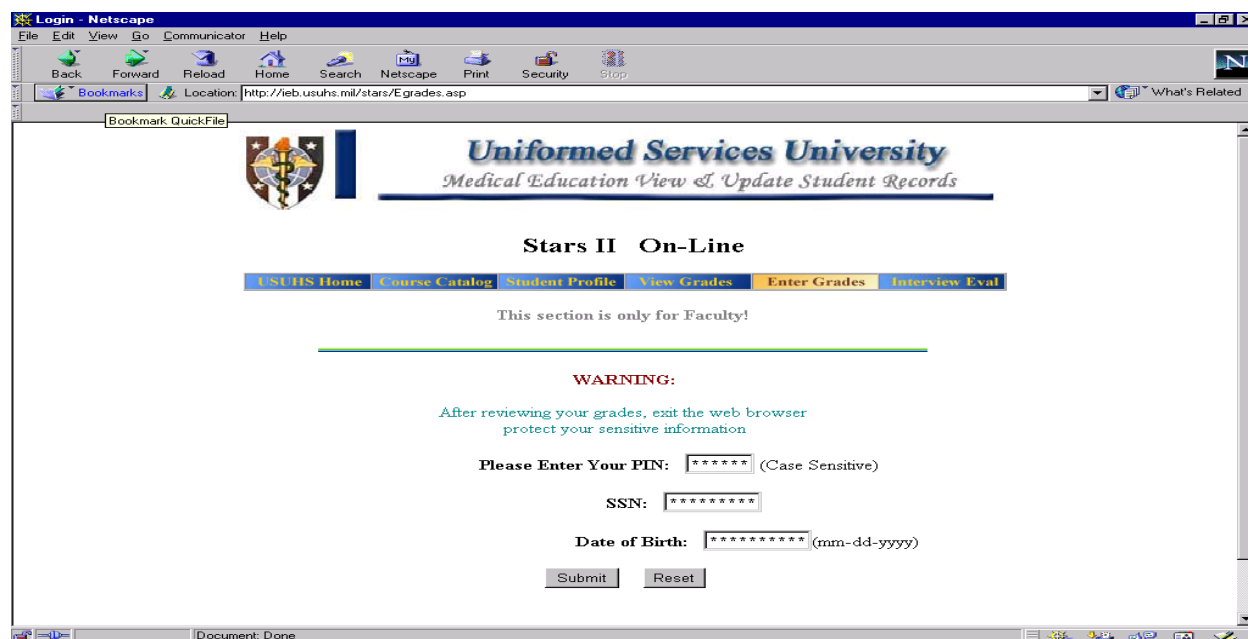


Figure 13: Enter Grades Log-in Screen

**Step 2**      Enter your:  
PIN: First Name Initial + Last Name Initial + Last 4 digits of SSN;  
SSN: Social security number (no dashes); and  
Date of Birth: mm-dd-yyyy format

**Step 3**      Click on the **Submit** button.

**Step 4**      Enter your password (Figure 14).

**Step 5**      Click the **login** button.

## STARS II ON-LINE USER GUIDE FOR FACULTY

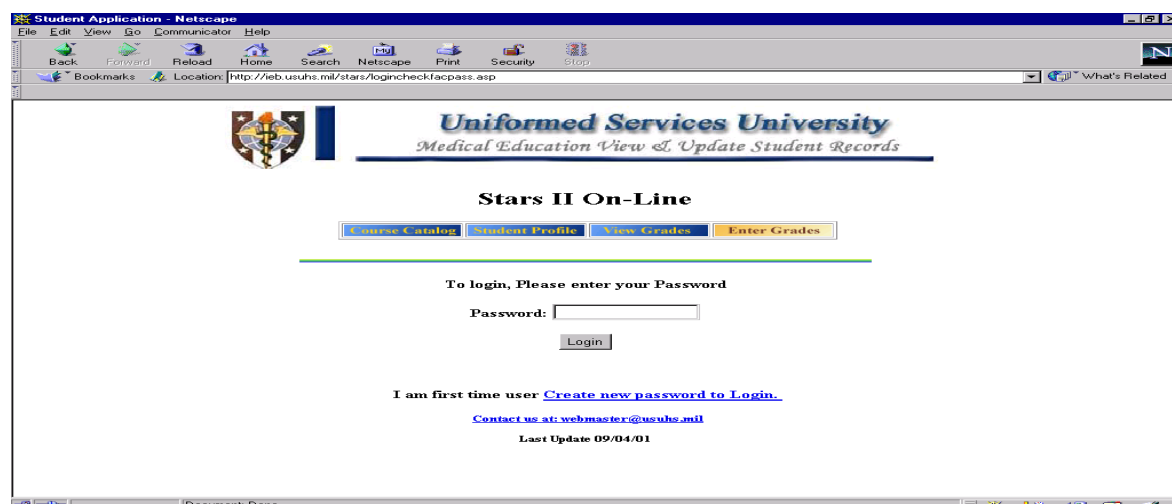


Figure 14: Login Confirmation Screen

**Step 6** Click on a course number hyperlink to enter course grades. (Figure 15) All students enrolled in a specified course are listed in alphabetical order. Grades marked with an asterisk have been verified by the Registrar's Office. **Note: The Registrar's office will continue to manually enter grades if a faculty member chooses not to enter grades via the web.**

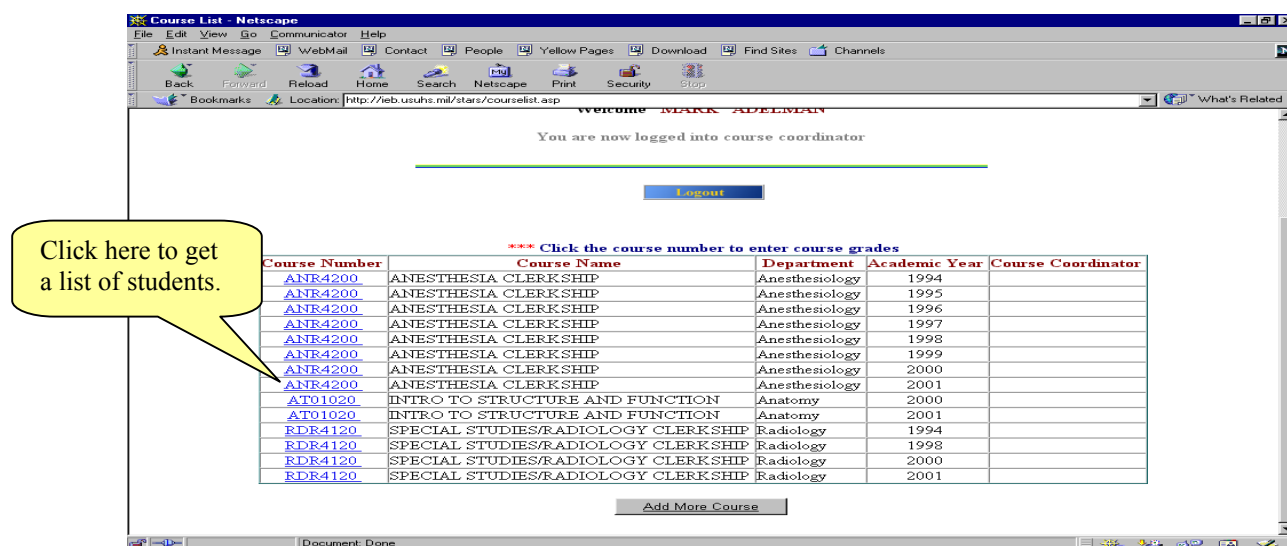


Figure 15: Course List Screen

**Step 7** Enter a grade for each student.

**Step 8** Click the **Submit** button to complete the process.

**Step 9** Click the **logout** button to end session.

## INTERVIEW EVALUATION TUTORIALS

The Interview Evaluation Application consists of two main functions. First, an interviewer can complete the interview evaluation of an applicant on-line and the data will be saved directly to the STARS II database. Secondly, the Admissions Office, Deans, and Admissions Committee Members (ACM) can view all Interview Evaluations. The sole purpose of these tutorials is to guide the user through the on-line interview evaluation process.

### **Tutorial 1: Log on to STARS II On-Line**

**Step 1**      Click on your internet browser. You may be using Internet Explorer or Netscape Navigator, etc. (Figure 16)

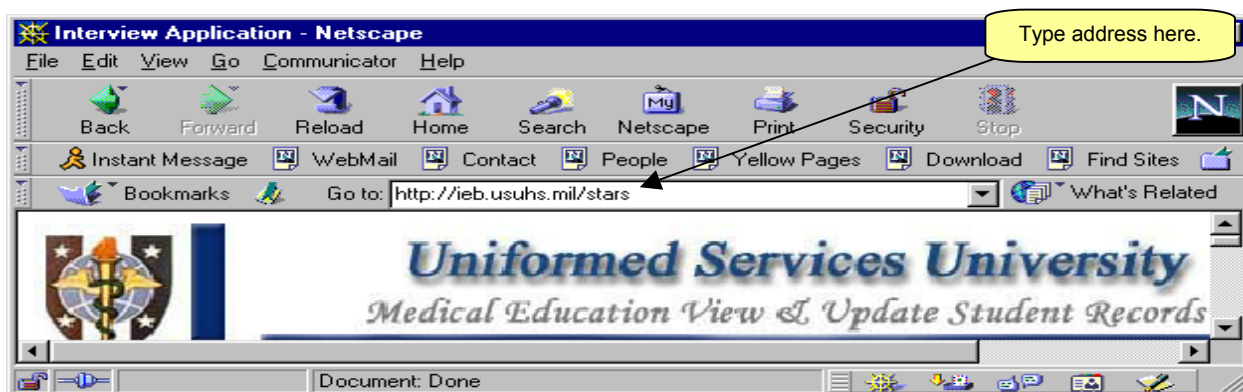


Figure 16: STARS II On-Line Internet Address

**Step 2**      Once your browser is up, click in the address line and delete the text that is there.

**Step 3**      In the address line, type **ieb.usuhs.mil/starsii** and press enter on your keyboard. This will take you directly to the **STARS II Interview** menu page. (Figure 17)



Figure 17: STARS II On-Line Interview Main Menu



## Tutorial 2: Interview Evaluation

**Step 1** Click the **Interview Evaluation** bar from the menu. You will be taken to the **Stars II On-Line Medical Education Interview Applications** screen. (Figure 18) The **Interview Evaluation** bar will be yellow indicating that it has been selected.

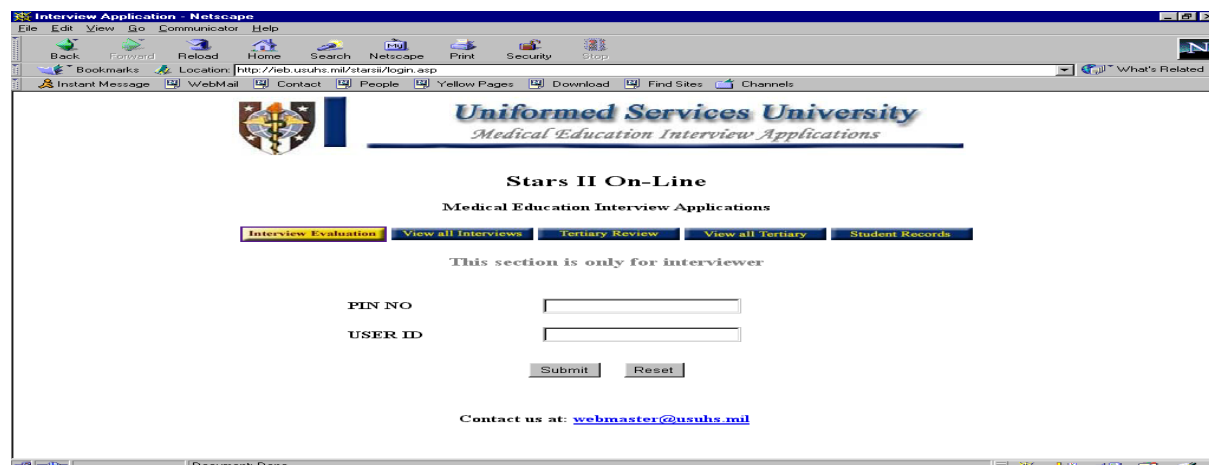


Figure 18: STARS II On-Line Medical Education Interview Applications

**Step 2** Click in the blank **PIN NO** field and enter your pin number (this is the first initial of your first and last name and the last four digits of your social security number).

**Step 3** Now, click in the blank **USER ID** field and enter your User ID (this is your social security number).

**Step 4** Click the **Submit** button.

**Step 5** Select the applicant year you want from the drop down list. (Figure 19)

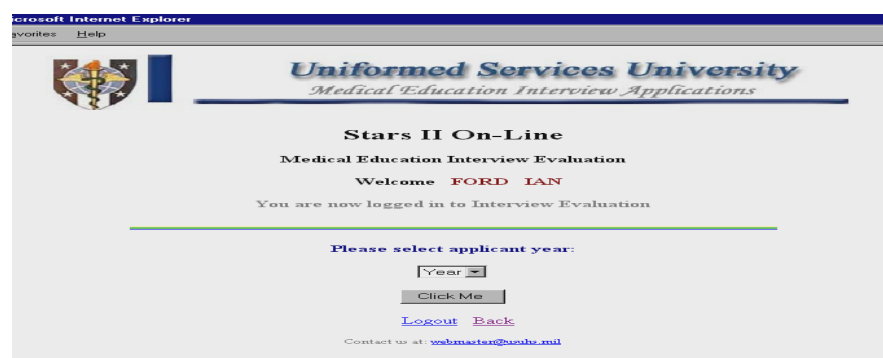


Figure 19: Applicant Year Selection

**Step 6** Click the **Click Me** button.

**Step 7**      Select an applicant to view from the list. You will be taken to the **Medical Education Interview Applications** screen. (Figure 18)

**Step 8**      Click the **Applicant Rating** bar. (Figure 20)

The screenshot shows a web browser window titled "Interview Application - Microsoft Internet Explorer". The page header includes the Uniformed Services University logo and the text "Medical Education Interview Applications". Below this, there are three tabs: "Applicant Rating" (highlighted), "Narratives", and "Overall Assessment". The main content area displays "Welcome FORD IAN" and "You are now logged in to Interview Evaluation". Under "Applicant Information", it shows "Name: BREWER JEREMY", "Age: 21", and "Minority:". Below this, it asks "How would you rate this applicant?" and lists four categories with corresponding rating boxes: "Motivation for Medicine", "Motivation for Military Medicine", "Leadership Potential", and "General Demeanor and Verbal Skills". At the bottom, there is a "Save" button and links for "Logout" and "Back".

Figure 20: Interview Evaluation-Applicant Rating

**Step 9**      Click a rating for each of the four categories for this applicant.

**Step 10**     Click the **Save** button.

**Step 11**     Click the **Narratives** bar. (Figure 21)

The screenshot shows the same web browser window as Figure 20, but with the "Narratives" tab highlighted. The "Applicant Rating" tab is now greyed out. The main content area displays the same applicant information. Below this, there are four categories with corresponding text input boxes for narratives: "Motivation for Medicine in General", "Motivation for Military Medicine", "Leadership Potential, Adaptability, & Maturity", and "Self-presentation, General Demeanor, Verbal & Communicative Skills". At the bottom, there is a "Save" button and links for "Logout" and "Back".

Figure 21: Interview Evaluation-Narratives

**Step 12**     Type in any comments you have for each of the four categories.

**Step 13**     Click the **Save** button.

**Step 14**      Click the **Overall Assessment** bar.

Interview Application - Microsoft Internet Explorer

You are now logged in to Interview Evaluation

**Applicant Information**

Name: **BREWER, JEREMY** Age: **21** Minority:

**Select One Overall Assessment**

You must select from one of the following:

- ☐ This is an exceptional candidate, with several notable strengths and no apparent deficiencies worthy of mention. This person should be accepted.
- ☐ This is a superior candidate, having strengths and personal qualities that outweigh any deficiencies.
- ☐ This is an above-average candidate, with several strengths and only minor deficiencies.
- ☐ This is an average candidate, with strengths to balance deficiencies. Less desirable than other candidates.
- ☐ This is a below-average candidate who might be considered for admission but may be a risk because of certain deficiencies.
- ☐ This is a marginal candidate with significant deficiencies not offset by strengths. This person is a risk.
- ☐ This is an exceptionally low candidate with significant personal. Do not accept.

**Summarize this candidate based on the overall assessment you selected**

[Logout](#) [Back](#)

**Figure 22: Interview Evaluation - Overall Assessment**

**Step 15**      Select one of the choices listed that best fits the candidate you have Interviewed. (Figure 22)

**Step 16**      Summarize this candidate based on your overall summary selection and enter those comments in the appropriate section.

**Step 17**      Click the **Save** button.



**Figure 23: Logout Interviewer**

**Step 18**      To exit, click **Logout**. This will take you to the **Logout Interviewer** screen. (Figure 23)

**Step 19**      Click on **Logout Interviewer**. You will be taken back to the **Interview Evaluation** menu.

**Step 20**      To completely log out, close your browser.

### Tutorial 3: View All Interviews

- Step 1** If you are not logged into STARS II, follow the steps in Tutorial 1 to log-in.
- Step 2** Select **View all Interviews** from the menu. You will be directed to the **Log-in** screen. (Figure 24) The **View all Interviews** bar will be yellow indicating that it has been selected.

Microsoft Internet Explorer  
Favorites Help Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen  
jhs.mil/starsii/loginall.asp

**Uniformed Services University**  
Medical Education Interview Applications

**Stars II On-Line**  
Medical Education Interview Applications

Interview Evaluation **View all Interviews** Tertiary Review View all Tertiary Student Records

This section is for reviewing Interviews only.

PIN NO

USER ID

Submit Reset

Contact us at: [webmaster@usuh.mil](mailto:webmaster@usuh.mil)

Figure 24: View All Interviews Log-In

- Step 3** Click in the blank **PIN NO** field and enter your pin number (this is the first initial of your first and last name and the last four digits of your social security number).
- Step 4** Now, click in the blank **USER ID** field and enter your User ID (this is your social security number).
- Step 5** Click the **Submit** button.
- Step 6** Select an interviewer from the list. (Figure 25)

Microsoft Internet Explorer  
Favorites Help Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen  
jhs.mil/starsii/allinter.asp

**Uniformed Services University**  
Medical Education Interview Applications

**Stars II On-Line**  
Medical Education Interview Evaluation

You are now logged in to view all Interviews.

View Interviewer Information & Applicants Evaluation

INTERVIEWER NAME	INTERVIEWER TITLE
FLINT, GORDON	TITLE1
FORD, EMMA	TEST
GODDARD, ROYCE	Chairman
BULGER, RUTH	TITLE2
BENNETT, BEAD	CAP
IAN, FORD	

Logout

Contact us at: [webmaster@usuh.mil](mailto:webmaster@usuh.mil)

Internet zone

Figure 25: Interviewer Selection

**Step 7** Click on **View Applicants Who Have Been Reviewed**. (Figure 26)

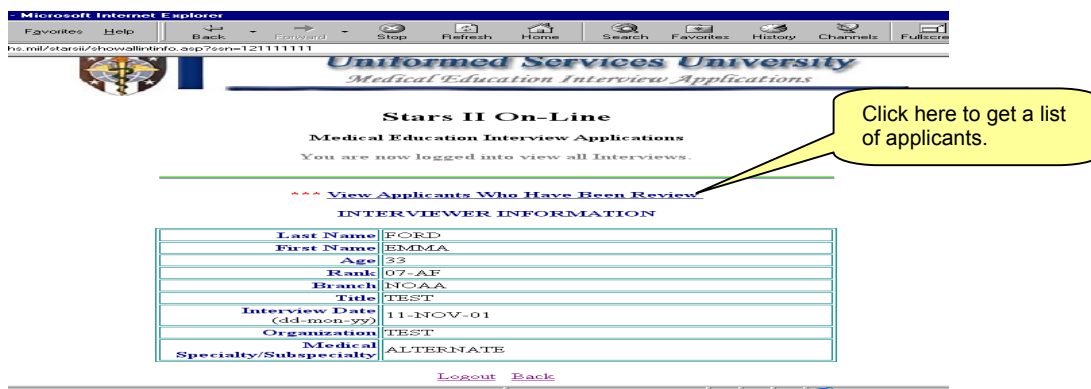


Figure 26: Interviewer Information

**Step 8** Select an applicant year from the drop down menu. (Figure 19)

**Step 9** Click the **Click Me** button.

**Step 10** Select an applicant from the list. You will now see the applicant information screen. (Figure 27)

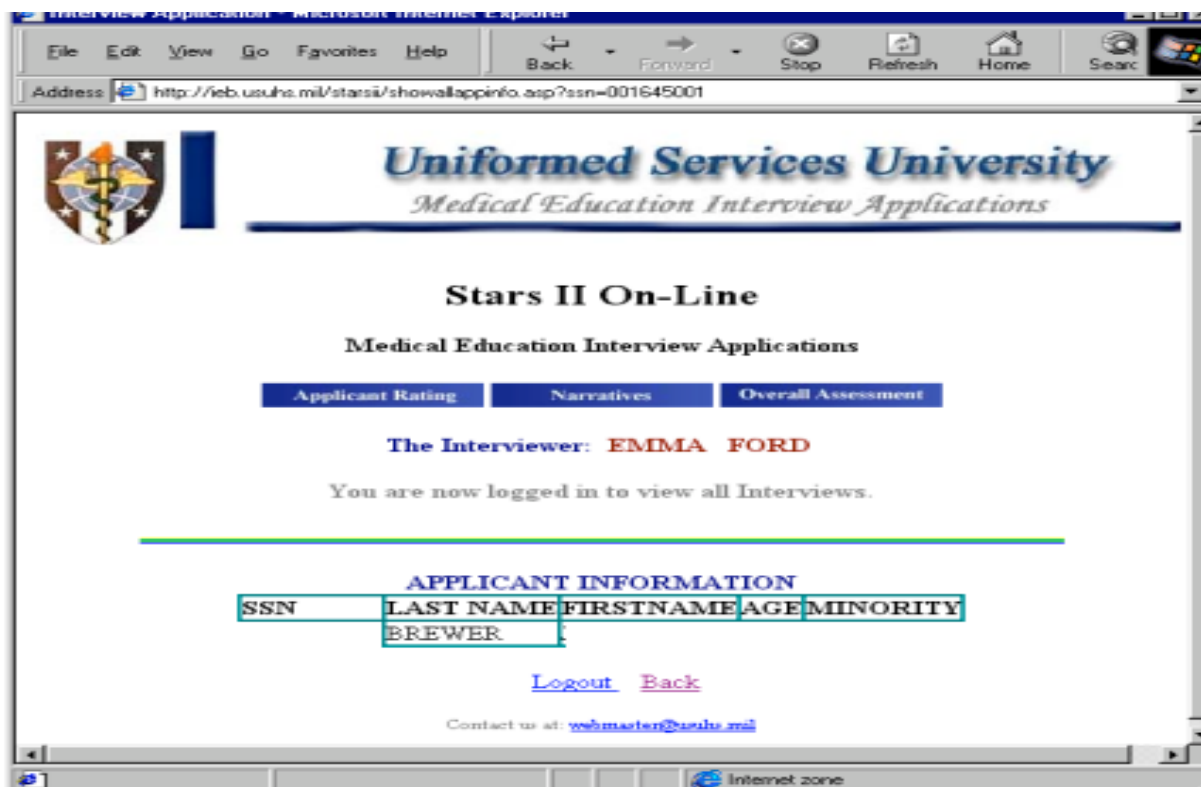


Figure 27: Applicant Information

- Step 11** You may view the entire evaluation by clicking on the **Applicant Rating**, **Narratives**, and **Overall Assessment** bars.
- Step 12** If you wish to view other interviews, click Back. This will take you back to the list of interviewers.
- Step 13** Once you have viewed all the evaluations, click Logout to exit out of the View all Interviews function. This will take you to the **Logout all Interview Evaluation** screen.
- Step 14** Click on **Logout all Interview Evaluation**. (Figure 28) You will be taken back to the **Interview Evaluation** menu.

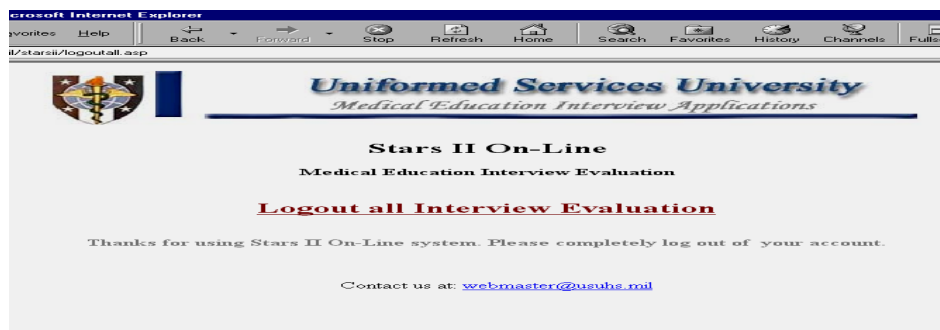


Figure 28: Logout All Interview Evaluation

- Step 15** If you want to completely log out, close your browser.

#### Tutorial 4: Tertiary Review

- Step 1** If you are not already logged onto STARS II, follow the steps in Tutorial 1 to log in.
- Step 2** Select **Tertiary Review** from the menu. You will now see the **Log-in** screen. The **Tertiary Review** bar will already be yellow indicating that it has been selected.
- Step 3** Enter your pin number in the **Pin No** field (this is the first initial of your first and last name and the last four digits of your social security number).
- Step 4** Click in the blank **USER ID** field and enter your User ID (this is your social security number).
- Step 5** Click the **Submit** button.
- Step 6** Select an applicant year from the drop down list.
- Step 7** Click the **Click Me** button.
- Step 8** Select an applicant to view from the list. You will be taken to the **Medical Education Interview Applications** screen. The menu options will be listed across the top of the page.
- Step 9** Select the **Opening Profile** bar that will turn yellow when selected and enter information if applicable. (Figure 29)

The screenshot shows a web browser window titled "Stars II On-Line". The page displays "Medical Education Interview Applications" and a welcome message for "FORD IAN". Below this is a navigation bar with buttons: "Opening Profile" (highlighted in yellow), "Academic Profile", "Statements", "School Assessments", "Interviews", and "Summary". The "APPLICANT INFORMATION" section shows "Name: JEREMY BREWER" and "Age: 21". A table lists college information:

COLLEGE NAME	RATING	DEGREE	DATE OF DEGREE	MAJOR
COLGATE UNIVERSITY		BA	5-2000	BI

Below the table are input fields for "X-Curr Activity:", "Honors:", "Work:", "Cln Activity:", "Research:", and "Other:". A "Save" button is located below these fields. At the bottom, there are links for "Logout" and "Back".

Figure 29: Tertiary Review-Opening Profile

- Step 10** Click the **Save** button.

**Step 11** Click on the **Academic Profile** bar and select the score type. Then, enter actual score. Enter comments in the comments box if applicable. (Figure 30)

Figure 30: Tertiary Review - Academic Profile

**Step 12** Click the **Save** button.

**Step 13** Select the **Statements** bar from the menu options. (Figure 31)

Figure 31: Tertiary Review - Statements

**Step 14** Enter your comments on the AMCAS and the USUHS statements in the appropriate boxes, then click **Save**.

**Step 15** Select the **School Assessments** bar and enter information about the Letters of Recommendations and College and University Assessment. (Figure 32)



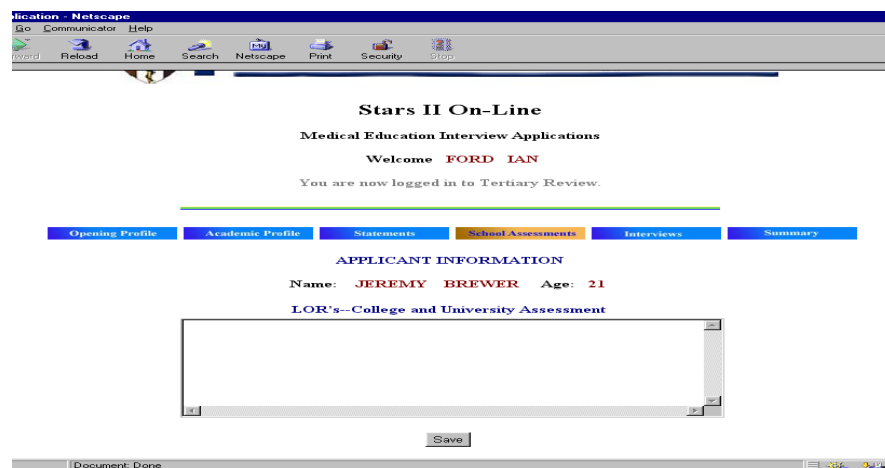


Figure 32: Tertiary Review - School Assessments

**Step 16** Click the **Save** button.

**Step 17** Click on the **Interviews** bar. The next screen will allow you to go back and view the actual interview evaluation information and each of the interviewer's information. (Figure 33)

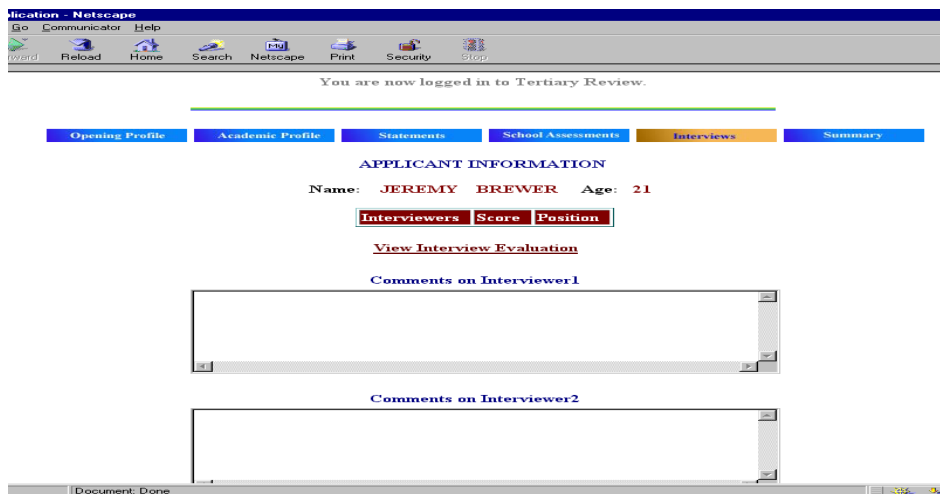


Figure 33: Tertiary Review - Interviews

**Step 18** Click on **View Interviewer Evaluation** and select an interviewer.

**Step 19** Next, select the **Applicant Rating**, **Narratives**, and **Overall Assessments** bars at the top to view the information in the interview evaluation. Once you have viewed the information, click **Back to Tertiary Review** to go back to the Interviews screen.

**Step 20** Now, enter your comments regarding each of the interviews in the appropriate space.

**Step 21** Click the **Summary** bar, click one of the choices on the screen and select a score from the drop down list. (Figure 34)

Stars II On-Line  
Medical Education Interview Applications  
Welcome FORD IAN  
You are now logged in to Tertiary Review.

Opening Profile Academic Profile Statements School Assessments Interviews **Summary**

APPLICANT INFORMATION  
Name: JEREMY BREWER Age: 21  
ACCEPT  
ALTERNATE  
REJECT  
Score: [dropdown]  
Summary Comment

Figure 34: Tertiary Review - Summary

**Step 22** Enter any comments you have and click the **Save** button.

**Step 23** Once you have saved all your information, click **Logout** to exit out of Tertiary Review. This will take you to the **Logout Tertiary Review** screen.

**Step 24** Click on **Logout Tertiary Review**. You will be taken back to the **Interview Evaluation** menu.

**Step 25** If you want to completely log out, close your browser.

**Tutorial 5: View All Tertiary Reviews**

- Step 1**            You may follow the steps in Tutorial 1 if you're not sure how to log-in to STARS II On-Line.
- Step 2**            Select **View all Tertiary** from the menu. You will now see the **Log-in** screen. The **View all Tertiary** bar will already be yellow indicating that it has been selected.
- Step 3**            Enter your pin number in the **Pin No** field (this is the first initial of your first and last name and the last four digits of your social security number).
- Step 4**            Click in the blank **USER ID** field and enter your User ID (this is your social security number).
- Step 5**            Click the **Submit** button.
- Step 6**            Select an interviewer from the list.
- Step 7**            Click on **View Applicants Who Have Been Reviewed**.
- Step 8**            Select an applicant year from the drop down menu.
- Step 9**            Click the **Click Me** button.
- Step 10**           Select an applicant from the list.
- Step 11**           You may view the entire evaluation by clicking on the **Opening Profile, Academic Profile, Statements, School Assessments, Interviews, and Summary** bars. **Note: You may also view the actual interviews by clicking View Interview Evaluation under the Interviews screen.**
- Step 12**           Once you have viewed the information, click **Logout** to exit out of Tertiary Review. This will take you to the **Logout View all Tertiary Review** screen.
- Step 13**           Click on **Logout View all Tertiary Review**. You will be taken back to the **Interview Evaluation** menu.
- Step 14**           If you want to completely log out, close your browser.

## CLERKSHIP EVALUATION TUTORIALS

The purpose of these tutorials is to guide faculty (Clerkship Evaluators) through the on-line process of viewing and entering data into the Clerkship Evaluation and Clerkship Reports section which can be saved directly to the STARS II database. This function is available only to USUHS faculty and requires a Pin No and User ID. To access any of these functions, you must log-on to the STARS II website. Once you are on the website, you will be able to navigate through the system quite easily to the areas that are reserved for faculty.

### **Tutorial 1: Log on to STARS II On-Line**

**Step 1** Click on your internet browser. You may be using Internet Explorer or Netscape Navigator, etc.

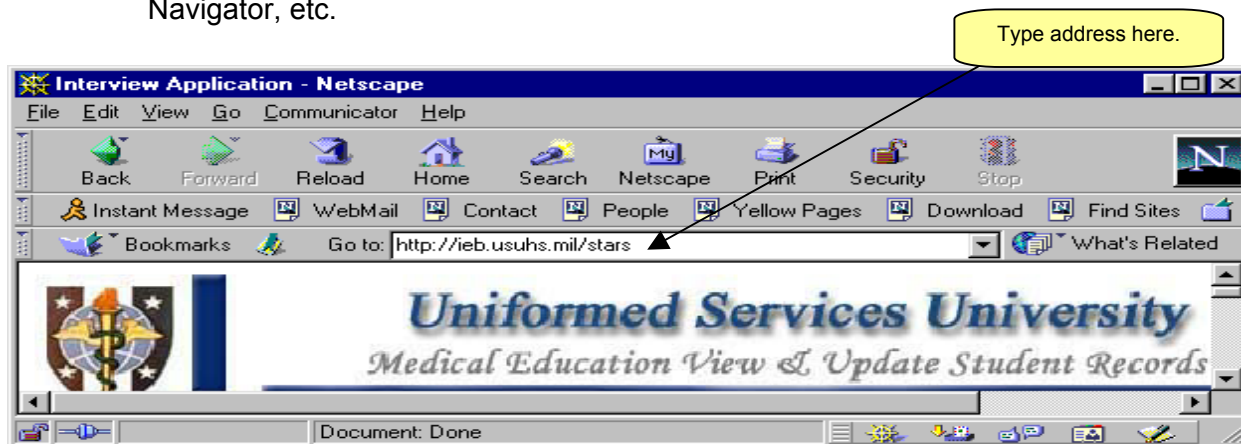


Figure 35: STARS II On-Line Internet Address

**Step 2** Once your browser is up, click on the address bar and delete the text that is there. (Figure 35)

**Step 3** In the address line, type **ieb.usuhs.mil/starsii** and press enter on your keyboard. This will take you directly to the **STARS II Interview** menu page. (Figure 36)



Figure 36: STARS II On-Line Interview Main Menu

## Tutorial 2: Clerkship Evaluation

**Step 1**      Select **Clerkship Evaluation** from the main menu. You will be taken directly to the **Clerkship Log-in** screen where the **Clerkship Evaluation** bar will be yellow indicating that it has been selected. (Figure 37)

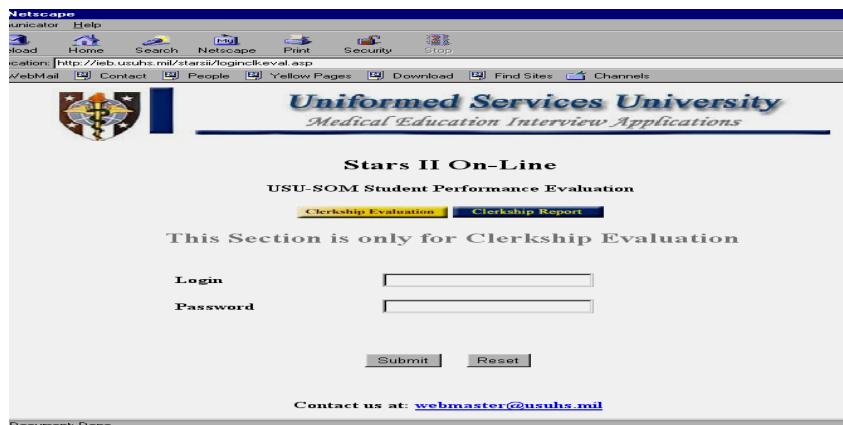


Figure 37: Clerkship Evaluation Log-In

**Step 2**      Enter your login id in the box provided.

**Step 3**      Enter your password in the box provided.

**Step 4**      Click the **Submit** button. Once you click submit, you will be taken to the **USU-SOM Student Performance Evaluation** screen. (                      Figure 38)

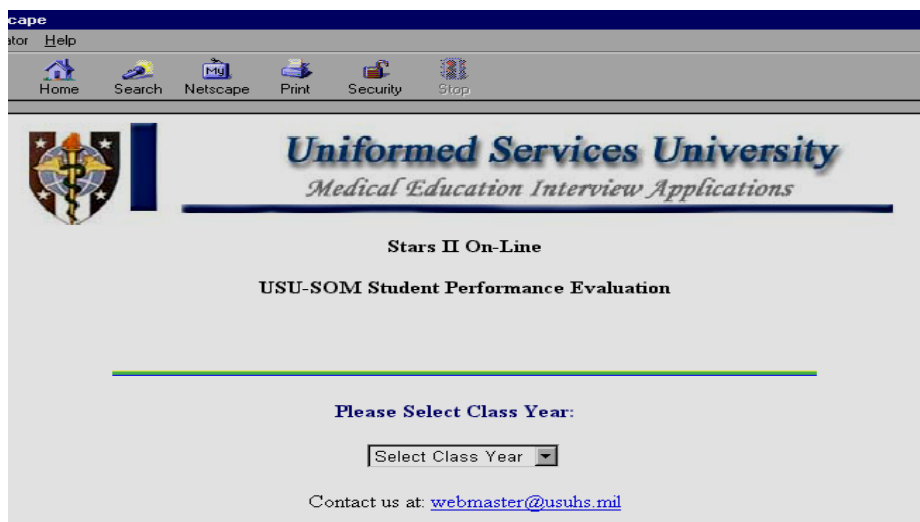


Figure 38: USU-SOM Student Performance Evaluation Class Year Selection

**Step 5**      Select a class year from the drop down list. You will get a list of third or fourth year students on your screen.

**Step 6** Select the student from the list whose information you want to update. You will be taken to the actual evaluation.

The screenshot shows a Netscape browser window displaying the 'Stars II On-Line' evaluation form for a student named Timothy ACEL. The form is titled 'USU-SOM Student Performance Evaluation' and includes fields for Last Name, First Name, Location, Course#, and Acad year. The 'AREAS OF PERFORMANCE' section contains seven items, each with a dropdown menu for rating. To the right, there are text areas for 'Evaluation fund of knowledge' and 'Narrative description of overall performance', a 'Clerkship Grade' dropdown, and checkboxes for 'This report has been discussed with student' and 'A Copy of this report has been provided to the student'. At the bottom, there is an 'Update' button and links for 'Back' and 'Logout'. A separate box on the right provides a legend for the ratings: 1 (Outstanding), 2 (Above Average), 3 (Acceptable), 4 (Needs Improvement), 5 (Unacceptable), 6 (Not Observed), and 7 (No Comment).

**Stars II On-Line**  
USU-SOM Student Performance Evaluation

Last Name: **ACEL** First Name: **TIMOTHY**  
Location: **SSSS** Course#: **021IK3K** Acad year: **2000**

**AREAS OF PERFORMANCE**

- Quality of patient histories. Physical examination and report. [2]
- Ability to analyze data. Formulate appropriate problem lists/differential diagnoses, and make clinical judgments. [1]
- Use of textbooks and journals to expand his/her understanding of problem, conditions, and procedures involving assigned patients. [1]
- Skill in oral case presentation (brevity, organization, focus on important elements). [1]
- Facility in performing technical procedures. [1]
- Professional demeanor, including maturity, balance of humor and seriousness and ethical conduct. [1]
- Interpersonal relationships with staff, peers and patients. [5]
- Demonstration of commitment to responsibility for and involvement in learning and patient care. Including attendance, promptness and availability.

**Evaluation fund of knowledge** (indicate assessment method(s) and scores or narrative description)  
test for EFK ok

**Narrative description of overall performance** (required for all students).  
test for NDOP ok

**Clerkship Grade** [A]  
This report has been discussed with student.  
A Copy of this report has been provided to the student. [Yes]

**Update**  
[Back](#) [Logout](#)

**RATINGS**  
\*\*\*1. OUTSTANDING 2. ABOVE AVERAGE 3. ACCEPTABLE  
4. NEEDS IMPROVEMENT 5. UNACCEPTABLE 6. NOT OBSERVED 7. NO COMMENT

**OUTSTANDING:** Indicates exceptional performance considering the student's level of training.  
**ABOVE AVERAGE:** Exceeds expected level of performance based on student's level of training.  
**ACCEPTABLE:** Meets expected level of performance for the student's level of training. (the great majority of students will in the this category.)  
**NEEDS IMPROVEMENT:** Has not yet demonstrated the expected level of performance, but has shown the potential to do so.  
**UNACCEPTABLE:** Has not yet demonstrated the expected level of performance or the potential to do so in spite of counseling this deficiency.  
**NOT OBSERVED:** To be used only in instances where there is not basis on which to rate the student on that area of performance. (NOT OBSERVED MAY NOT BE USED FOR NUMBERS 6 & 7 ABOVE)  
**NO COMMENT**

Outstanding, Needs improvement, and unacceptable; Ratings must be justified specific descriptions of exceptional or inadequate performance.

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Figure 39: Clerkship Evaluation

**Step 7** Complete all sections of the evaluation. (Figure 39)

**Step 8** Click the **Update** button to save this information to the STARS II database. You will get a new screen indicating that you have successfully updated.

**Step 9** If you are done updating evaluations, click Logout. This will take you to the **Logout Clerkship Evaluation** screen. If you want to update more evaluations click Back, then repeat Steps 5-9.

**Step 10** Click Logout Clerkship Evaluation. You will now be directed back to the **Interview Evaluation** main menu.

**Step 11** If you want to exit completely, close your browser.

**Tutorial 3: Clerkship Reports**

- Step 1**      Select **Clerkship Report** from the menu. You will be taken directly to the **Clerkship Log-in Screen** where the **Clerkship Report Evaluation** bar will be yellow indicating that it has been selected.
- Step 2**      In the blank field next to **Log-in**, enter your Login ID.
- Step 3**      Next to **Password**, enter your password in the blank field.
- Step 4**      Click the **Submit** button. Once you click submit, you will be taken to the **USU-SOM Student Performance Evaluation** screen.
- Step 5**      Select a class year from the drop down list. You will get a list of third or fourth year students on your screen.
- Step 6**      Select the student you want to review from the list. You will be taken to the actual evaluation.
- Step 7**      Once you are done reviewing evaluations, click **logout**. This will take you to the **Logout Clerkship Evaluation** screen. If you want to review more evaluations click **Back**, then repeat Steps 5-7 until you are done.
- Step 8**      Click **Logout Clerkship Evaluation**. You will now be directed back to the **Interview Evaluation** main menu.
- Step 9**      If you want to exit completely, close your browser.

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